



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

December 20, 2013

Renee Rea
3623 2nd Ave.
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the December 19, 2013 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. *The smoke detector was down in the back bedroom. Provider replaced batteries and asked DHS to put it back up. DHS put it back up during the compliance check.*

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider needs to use new vet record when animals get new exams but had current pet records.*

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities. *The playpen in the back bedroom has a large hole in the side by the bottom of the pen. The provider reported she has a new one and agreed to toss the old one and to not use with the children as this is a safety issue.*

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes.

An example for policy handbook: Department of Iowa Policy states that before the first day of care the parent must complete an intake form and signed medical consent for each child attending. Within 30 days the parent must provide a physical signed by a physician and an updated immunization. Regardless of when children started attending (daycare name), every

year by August 1 the parents must provide an updated physical and immunization to provider. Children who do not return the requested paperwork by due dates will not be able to attend (daycare name) until paperwork is returned. Failure to complete paperwork could result in losing a slot at (daycare name).

Each file contains: One child missing an entire file.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

☐ 110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

☐ 110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

☐ 110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II
mnoddin@dhs.state.ia.us
417 E. Kaneshville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).